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UNIVERSIDADE DE MACAU

Ref.: **PGH-031/G/SRS**

2019 Summer and 2019/2020 1st Semester PGH House Tutor Recruitment

Recruitment Guidelines for Prospective Applicants

Dear Postgraduate House students,

A prestigious leadership and assistantship opportunity for 2019/2020 1st semester is now open for application. Please read the requirements to applicants, and print and submit the application and other required documents to SAO-SRS Student Housing by **14th May 2019**. Apply now!

Missions of being a House Tutor of Postgraduate House (PGH HT)

The role of House Tutor is vital to Postgraduate House service; it is more than just a friendly presence on the floor. The HTs focus on enhancing the quality of living in PGH for their fellow students. Their tasks include fostering community, providing empathetic support, strengthening the communication between the University and students, and being attentive to the safety and security of students. Below are some of their primary responsibilities:

- To develop the PGH community and residence life – HTs create programs and activities to meet the needs of PGH students. As a community organizer, HTs also host floor or building meetings/events, and initiate interactions among students and encourage community involvement. A positive, supportive and cooperative living atmosphere is beneficial to both the students and the University.
- To provide Resources and Advice – As a peer-to-peer helper, HTs serve as a role model of being a PGH student. HTs are resourceful in solving housing problems from the students through the knowledge and understanding they receive from trainings, working experience with SAO-SRS, and their own personal experience. HTs also serve as a referral agent for the students to other campus resources such as the Student Activity Center, Sports Complex, Library, and etc.



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- To assist in PGH Facility Management – HTs work hand in hand with Student Housing and other HTs as a team to ensure that students' inquiries and facility defects receive prompt attention on their floors. HTs complete round checks and work on students housing issues on a daily basis.
- To enforce University policies – HTs are attentive to residence safety and building security. They ensure that students follow the University and PGH Rules, PGH Move-in Declaration, and residence fees and other charges in detail to maintain a respectful environment. By familiarizing with the University regulations and rules as well as the activities organized by University, HTs are equipped to advise students on their actions and decisions while informing the students how their actions may impact the entire PGH community.

Time Commitment

Below please find the primary time commitments that HTs are expected to schedule and fulfill. However, please notice that the nature of the HT job duties are determined not only by routine schedule, but **also by the needs of students and various ad-hoc arrangement** from SRS-SH.

- Mass Move-ins/Move-outs: HTs assist the Student Housing staff during the mass move-ins/outs period. HTs are required to report to duty and move into assigned room prior to the first move-in period at the beginning of each semester. HTs are also required to stay in the assigned room until the last move-out period.
- HTs Training - During the semesters, both new and returning HTs must attend training sessions coordinated by the Student Housing staff. The primary goal of the trainings is to provide HTs comprehensive understandings on their prospective roles and tasks, as well as the different skill sets (for instance, first responders to fire alarm) that are necessary for them to fulfill their duties. Last but not least, the trainings also serve as an opportunity for the HTs team to build bonding and trust among their members. The trainings include talks and presentations from various units of the University. HTs will get to know the personnel and departments they may work with. There are also workshops to facilitate the leadership, communication and team building skills among the HTs.



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- Regular Meetings – Meetings include a biweekly meeting with respective House Managers or Senior HTs, and a monthly general meeting with other HTs and Student Housing staff. Scheduled one-on-one meeting may occur between the HTs and Student Housing staff.
- Administrative Task – In order to familiarize with the operation of SRS, each HT provides at least 4 hours front desk service or equivalent service hours per week in the PGH office.
- Regular Shifts/ HTs On Duty – According to the shift schedule arranged by Student Housing staff, HTs are assigned to take turn every night to conduct round checks for the whole Postgraduate Housing complex. In the case that there is a public holiday, round check is also conducted during the day.
- Events and Community Organizing – HTs of each floor organize events/meetings for the whole floor of students in each semester. HTs will also form groups and organize larger scale initiatives in each semester. Each of the HTs involved in the event are required to submit a report and the reimbursement document of the event in a week after the event. Upon requests, HTs are required to assist and participate in the events organized or supported by Student Affairs Office.
- Emergency Response – HTs are the primary responders to emergencies within their floor and building. They are educated to connect students with various resources on campus. Under the guidelines from Student Housing, HTs are expected and are ready to assist on whatever happens in their respective building.

Applicant Requirements

SRS seeks for candidates who enjoy working in a community setting and fostering a respectful, responsible living environment with fellow students. Applicants must:

- Live in Postgraduate House for 2019/2020 academic year.
- **Be willing to relocate his/her residence to another building, another floor, another room, or another bedspace in PGH under the request of Student Housing.**



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- Available for a group interview on the designated dates arranged by Student Housing (May 20th: from 3PM to 6PM, May 21st to 23rd: from 10AM to 1PM and 3PM to 6PM, or May 24th: from 10AM to 1PM). There will be no alternative; specific appointment will not be entertained.

- Be enrolled in the 2019/2020 academic year (both semester) as a full-time student.
- Be enrolled at least the minimum requirement of credits as required by applicants' respective faculty.
- Be in good judicial standing with SAO and the University.
- No off-campus employment.
- Any additional on-campus employment must not interfere with the HT responsibilities and must be endorsed by SRS.
- Have a minimum cumulative GPA of 2.8 or higher to apply for and retain the HT position.

Preferential qualities for selection:

- Have lived in any types of dormitories or residence halls before for at least one full academic semester (at any colleges or universities).
- Acquire specific competences or skillsets, such as graphic design, simultaneous translation, or good at Excel and computing calculations, which would further aid different job aspects of HTs.

Benefits

- House Tutors enjoy exemption of full residence fee during the appointment term, from **June to December 2019 (subject to exact report-duty date)**.
- Strengthen HTs' career background: solid working experience in a diverse, multicultural, high-demanding, and dynamic environment.
- The position creates opportunities for networking with leadership of the University, and enhances HTs' communication and leadership skills.

Required Documents

Please **print and submit documents in paper format** below to SRS Student Housing



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on or before 14th May, 2019 (Tuesday). Student Housing office closes at 5:45PM.

- Signed application form (see attachment)
- Resume (optional)
- Written responses (to the questions on page 2 of the application)

All the candidates who successfully passed the interview are **conditionally offered for the position. For those candidates, please prepare and submit two recommendation letters by **31st May, 2019**. One of the two recommendation letters must be written **by your direct professor/supervisor for your dissertation or from your faculty in University of Macau**. Another recommendation letter should be from anyone who can speak to your leadership skills and work ethic, such as professors from your previous schools, faculty advisors, organization directors, supervisor from previous work experience, teachers, coaches, etc. **The conditional offer shall be withdrawn as soon as candidate fails to turn in the valid recommendation letters or is being late to turn them in.***

For any enquiries, please contact Student Housing at 8822 2660.

Thank you for your attention. We look forward to learning more about you.

Best Regards,

Student Housing (S3-G002)

Student Resources Section - Student Affairs Office

University of Macau